



Maryland State Police

Automotive Safety Enforcement Division

6601 Ritchie Highway, Glen Burnie, MD 21062 410-768-7388 Fax: 410-761-2791

**INITIAL
APPLICATION
FOR
MARYLAND STATE
AUTHORIZED
INSPECTION STATION
LICENSE**



Maryland State Police

Automotive Safety Enforcement Division

6601 Ritchie Highway, Glen Burnie, MD 21062 410-768-7388 Fax: 410-761-2791

REGISTERED INSPECTION MECHANIC'S WRITTEN EXAMINATION

The written examination to become a State Registered Inspection Mechanic is administered on the third Friday of every month at 9:00 a.m. The current locations for the examination are:

- 1) Ferndale Volunteer Fire Station (Glen Burnie area)
- 2) Joppa/Magnolia Volunteer Fire Station #1 (Belair area: MD152 @ I-95)

Motor Vehicle Administration (MVA) Branch Offices:

- 3) Easton MVA;
- 4) Beltsville MVA;
- 5) Hagerstown MVA;
- 4) Largo MVA.

There is a \$15.00 fee for taking the written examination, which must be paid at the time of the examination. Money Orders or business checks are to be payable to the "Maryland State Police". **Personal checks and cash will not be accepted.** A valid driver's license must be presented at the time of the examination for proof of identity.

The written examination will consist of questions from the Code of Maryland Regulations (COMAR), Title 11, Subtitle 14, Motor Vehicle Administration – Vehicle Inspections. These regulations are maintained at every licensed inspection facility. An additional copy of this title of COMAR may be purchased from the Division of State Documents, by calling, writing, or ordering on-line at:

Office of Secretary of State
Division of State Documents
State House
Annapolis, Maryland 21401
Phone: 410-974-2486 or 800-633-9657
Website: www.dsd.state.md.us

Any questions regarding these examination procedures at any of the above locations should be directed to the Automotive Safety Enforcement Division, Glen Burnie Office at 410-768-7388.

Sincerely,

Jeffrey R. Gahler, Captain
Commander – A.S.E.D.
Maryland State Police

Rev: 06-08



MARTIN O'MALLEY
GOVERNOR

ANTHONY G. BROWN
LT. GOVERNOR

STATE OF MARYLAND
MARYLAND STATE POLICE

TOLL FREE: 1-800-525-5555



COLONEL
TERRENCE B. SHERIDAN
SUPERINTENDENT

AUTOMOTIVE SAFETY ENFORCEMENT DIVISION

6601 Ritchie Highway
Glen Burnie, Maryland 21062
(410) 768-7388
FAX# (410) 760-5466

June 18, 2008

SPECIAL ORDER NO. 23-0804

**TO: All Authorized Inspection Station Licensees and Applicants
All Automotive Safety Enforcement Division Personnel**

SUBJECT: Initial / Renewal Application Procedures and Fees for Inspection Stations

The following procedures and fees apply to the preparation and submission of initial and renewal applications by Authorized Inspection Station Licensees and applicants:

1. **INITIAL APPLICATION:**

Those business owners' wishing to license their business as an authorized inspection station to conduct vehicle safety inspections for the State of Maryland, will complete an initial application in strict accordance with the instructions included. Once submitted, the Division will conduct a background investigation to determine if the business and personnel meet the Code of Maryland Regulations (COMAR) defined under Title 11, Subtitle 14, Chapter .01. Approved applicants will be issued an Inspection Station License and be permitted to conduct safety inspections in the Vehicle Safety Inspection Program.

- a. All required documentation must be included with the initial application before it will be accepted, i.e. copy of Business License, Fire Safety Inspection Report, etc.
- b. The initial application fee for an inspection station license is \$100.00, which is non-refundable. This fee is to be forwarded in the form of a certified check, money order, or a business check made payable to the Maryland State Police (No personal checks or cash), and submitted along with a completed initial application.
- c. Initial applications approved prior to April 1st will expire on June 30th of that same year, and will require the licensee to submit a renewal application and fee by June 30th. Initial applications approved April 1st or later will not expire until June 30th of the following year.

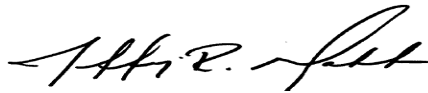
2. **RENEWAL APPLICATION:**

All current authorized inspection station licensees who wish to remain active in the Vehicle Safety Inspection Program must submit an annual renewal fee with a renewal application. The annual renewal fee for stations currently in the Inspection Program is \$50.00. The renewal fee is due prior to July 1st of each year and must be submitted with a completed renewal application. This fee is to be forwarded in the form of a certified check, money order, or business check made payable to Maryland State Police, (no personal checks or cash).

SUBJECT: Initial / Renewal Application Procedures and Fees for Inspection Stations

- a. Renewal applications will be accepted each year between April 1st and June 30th. All renewal applications MUST be postmarked or received at the ASED Headquarters office by June 30th. Any application that is not postmarked or delivered by June 30th will not be accepted, and will require the inspection facility to submit an initial application and a fee of \$100.00.
 - b. It is the responsibility of the inspection station licensee to obtain a renewal application and submit it prior to the expiration date.
 - c. When the renewal requirements have been satisfied, a Validation Sticker will be delivered to the licensee, which will be affixed to the Authorized Inspection Station License.
3. The initial and renewal applications are available for download on the Maryland State Police website at <http://www.mdsp.org/ased/> or the Maryland Motor Vehicle Administration website at <http://mva.state.md.us/OnlineServices/Docs/default.htm>. If unable to download the renewal application, station personnel are to contact the station's assigned ASED Trooper or Vehicle Safety Inspector. If unable to download the initial application, please call the ASED Headquarters at 410-768-7388 and request a mailing of the application.
 4. All initial and renewal applications must be submitted containing original signatures; no facsimile or photocopies accepted.

This Special Order supersedes Special Order No. 23-0701 dated January 19, 2007.



Jeffrey R. Gahler, Captain
Commander – A.S.E.D.
Department of State Police

INSTRUCTIONS FOR COMPLETING INSPECTION STATION LICENSE
INITIAL APPLICATION

PLEASE READ FIRST BEFORE COMPLETING AND SUBMITTING APPLICATION:

Licensing Requirements for Facilities:

Before the issuance of an authorized inspection station license, the following **MUST** be adhered to:

- A. **An application for an authorized inspection station license shall be submitted in complete and legible form and signed in ink as follows:**
- (1) Private business - shall be signed by owner.
 - (2) Partnership - shall be signed by all partners.
 - (3) Corporation - shall be signed by corporate officer(s) or person with written power of Attorney, which shall either accompany the application or be on file with the Division.
- B. **Applications will NOT be accepted from any applicant who has been in business at that location for less than 6 months except:**
- (1) Previously licensed facilities which have changed location.
 - (2) Additional locations of existing or established businesses which have one or more branches licensed as authorized inspection stations.
 - (3) A dealer licensed by the Administration.
 - (4) When adequate documentation of previous business operational experience is presented. *(Examples of adequate documentation include copies of tax returns, reference letters, business licenses, etc. Experience as a registered inspection mechanic, controller, or supervisor is not adequate to fulfill this requirement)*

BEFORE MAILING APPLICATION, PLEASE ENSURE IT IS THOROUGHLY COMPLETED as per the following directions, with ALL required attachments. Failure to complete and/or submit required documentation will result in application and fee being returned. Any false or inaccurate information may result in the application being refused. PLEASE TYPE OR PRINT ALL REQUESTED INFORMATION LEGIBLY IN INK:

1. SECTION #1: Indicate Type of Application, Station Number (if applicable), and ENCLOSE a Money Order, Certified Check, or Business Check, (NO CASH OR PERSONAL CHECK) for the applicable fee; PAYABLE TO THE MARYLAND STATE POLICE. This fee is non- refundable.
2. SECTION #2: Complete Business name, Address, City, County, State, Zip Code, Telephone Number, and Type of Business.
 - A) If a Corporation, SUBMIT copy of Certificate of Incorporation, and/or similar documentation which establishes Corporation and identifies Corporate Officers.
 - B) If a Partnership, SUBMIT copy of Certificate of Partnership, and/or similar documentation which establishes Partnership and identifies Partners.
 - C) If an Individual, No additional documentation is needed for this section.
3. SECTION #3: Indicate Hourly Labor Rate and Proposed Inspection Fee.
4. SECTION #4: Complete Worker's Compensation Insurance information, if applicable.
5. SECTION #5: Indicate Class of License for which application is being made.
6. SECTION #6: Submit a copy of Business/Traders License, and/or any other type of Government issued Business License associated with the Business, with application.
7. SECTION #7: Indicate Owner(s) Full Name (NO INITIALS), Residence Address, Race, Sex, Date of Birth, Owner(s) Title (President, Vice-President, etc.), and Drivers License Number. Complete SECTION #8 & SECTION #9, if applicable.
8. SECTION #10: Indicate assigned SUPERVISOR OF INSPECTION=S, Full Name, Residence Address, Race, Sex, Date of Birth and Drivers License Number.
9. SECTION #11: Indicate assigned CONTROLLER OF CERTIFICATE=S, Full Name, Residence Address, Race, Sex, Date of Birth and Drivers License Number.
10. SIGNATURE SECTION: Sign application (ALL OWNERS) and date. Original Signatures must be on the submitted application.
11. ZONING APPROVAL FORM: Complete and return zoning form with application. (SECTION A - COMPLETED BY APPLICANT; SECTION B - COMPLETED BY ZONING OFFICIAL.)
12. FIRE INSPECTION REPORT: Obtain and SUBMIT a Fire Safety Inspection Report from Local/State Fire Department. **(A COPY OF THE FIRE SAFETY INSPECTION MUST BE RETURNED WITH APPLICATION.)**



Maryland State Police

Automotive Safety Enforcement Division

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APPLICATION FOR AUTHORIZED INSPECTION STATION LICENSE

1. **INITIAL APPLICATION** - (\$100.00 non-refundable fee)
 REAPPLICATION - (\$100.00 Non-Refundable fee)
 CHANGE -

No Fee Required for below actions:

- Check applicable block*
- Additional Facility** (\$100.00 Non-Refundable fee)
 Change of Ownership (\$100.00 Non-Refundable fee)
 Change of Location (\$100.00 Non-Refundable fee)

- Check applicable block*
- Change of Name**
 Add Classification
 Add/Delete Additional Owner

INSPECTION STATION NUMBER: (If Already Licensed)

2.

Business Name:							
Trading Name:							
Address: (Line 1)	Street:						
(Line 2)	City:	County:		Zip:			
Mailing Address:	Street:						
<input type="checkbox"/> Same As Above	City:	County:		Zip:			
Business Phone No: (Include Area Code)		Email Address:					
Type of Business: (Check One Only)	<input type="checkbox"/> Private	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation				
Date Business Became "Operational" under Current Ownership: (Only applicable if INITIAL APPLICATION is checked in #1a)							

3. FLAT HOURLY LABOR RATE FEE: \$ PROPOSED INSPECTION FEE: \$

4. DOES YOUR BUSINESS EMPLOY ONE OR MORE PERSONS? YES ; NO

IF YES, You **MUST** complete the following workers' compensation insurance information:

Insurance Co:		Effective Date:	
Policy/Binder#:		Expiration Date:	

5. **CLASS OR CLASSES OF LICENSE APPLIED FOR:**

- A - Passenger vehicles, trucks 10,000 pounds and under GVWR, Trailers (not equipped with air brakes) up to 20 feet in length, multipurpose passenger vehicles, (except 3-wheeled multipurpose vehicles) and low speed vehicles(LSV);**
- B - Any trailer, including those equipped with air brakes**
- C - Trucks, truck tractors, buses over 10,000 pounds GVWR;**
- D - Combination of classes "B" and "C";**
- F - Fleet (must own, operate or control at least 15 vehicles);**
- M - Motorcycles and 3-wheeled multipurpose vehicles, trailers up to 20 feet in length (not equipped with air brakes).**
- R - Recreational motor homes and converted buses;**
- T - Any trailer up to 10,000 pounds;**
- G - Combination of Classes "R" and "T".**

6. BUSINESS LICENSE – Submit a copy of the Business Traders License, or any other type of government agency issued business license, which indicates Business Name, Business Owner(s), License Number, and Expiration Date.

7. OWNERS: List Business Owners (If Corporation, list all Corporate Officers). Please include residence address.

Name (Last, First, Middle)	Residence Address	Race	Sex	Date of Birth	Drivers Lic. # & (State)

8. REGIONAL REPRESENTATIVE - (IF APPLICABLE) - Representative of owner(s) when business is operated by others; i.e. District Manager, Regional Vice-President, etc. (Attach power of attorney)

Name (Last, First, Middle)	Residence Address	Race	Sex	Date of Birth	Drivers Lic. # & (State)

9. OPERATOR: - Person(s) who operates the business; i.e. manager, etc. If operator is the same as owner enter "SAME".

Name (Last, First, Middle)	Residence Address	Race	Sex	Date of Birth	Drivers Lic. # & (State)

10. SUPERVISOR OF INSPECTIONS - Person authorized to supervise inspections.

Name (Last, First, Middle)	Residence Address	Race	Sex	Date of Birth	Drivers Lic. # & (State)

11. CONTROLLER OF CERTIFICATES - Person to control and receive certificates from the Maryland State Police.

Name (Last, First, Middle)	Residence Address	Race	Sex	Date of Birth	Drivers Lic. # & (State)

AGREEMENT: Pursuant to Title 23, Transportation Article, Sections 23-101 to 23-109, of the annotated Code of Maryland, and the Code of Maryland Regulations, Title 11, Subtitle 14, Chapter 01, Section .09, the undersigned agrees to conduct the business for which this application is made strictly in accordance therewith, requiring that all vehicles are carefully inspected, and they fully meet all safety requirements before certification. If this application is approved, it is understood that the privilege to operate as an Authorized Inspection Station is contingent entirely upon satisfactory performance and such license may be cancelled, suspended or revoked by the approving authority for just cause. If there is any change in business address, name or ownership, notice of such change is required and a new application must be submitted. When an authorization is cancelled, suspended ore revoked, or when a business is dissolved, the officially issued license, certificates and other materials will be immediately returned to the issuing authority. I certify by my/our signature(s) below that the information contained on this application is true to the best of my\our knowledge, and understand that incorrect or incomplete information will be cause for rejection of application.

SIGNATURES OF ALL LISTED OWNERS (Signature, Title, & Date):

/S/ _____ /S/ _____
 /S/ _____ /S/ _____
 /S/ _____ **DATE:** _____

**MARYLAND STATE POLICE
AUTOMOTIVE SAFETY ENFORCEMENT DIVISION
ZONING APPROVAL FORM FOR AUTHORIZED INSPECTION STATION**

SECTION A: To be completed by applicant and presented for approval to the local zoning authorities in the County or Town in which the business is to be conducted and then returned to:
**MARYLAND STATE POLICE, ASED, 6601 RITCHIE HIGHWAY,
GLEN BURNIE, MARYLAND 21062; Phone: 410-768-7388**

Company Name - Including Trade Names (T/A)	Telephone Number

Business Address				
Street	City	County	State	Zip

Property Owner's Name	Telephone Number

Property Owner's Address				
Street	City	County	State	Zip

TYPE OF BUSINESS (Check Appropriate Blocks)

- | | |
|---|---|
| <input type="checkbox"/> NEW VEHICLE DEALER
<input type="checkbox"/> USED VEHICLE DEALER
<input type="checkbox"/> SERVICE STATION/AUTO REPAIR FACILITY | <input type="checkbox"/> FLEET STATION
<input type="checkbox"/> INSPECTION STATION |
|---|---|

=====

SECTION B: To be completed by Zoning Official to verify that applicant has met all local zoning requirements to conduct the type of business specified above.

I certify that the business of _____
(NAME OF BUSINESS, IDENTIFIED ABOVE)

DOES DOES NOT Meet all zoning requirements, including the issuance of a use and occupancy permit if required, to conduct business as indicated in "Type of Business" above.

SIGNED: _____

PRINTED NAME: _____

OFFICIAL CAPACITY: _____

AGENCY/DEPARTMENT: _____

TELEPHONE NUMBER: _____

DATE: _____



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VEHICLE SAFETY INSPECTION STATION REQUIRED INSPECTION EQUIPMENT

CLASS OF STATIONS

- A – Passenger vehicles, low speed vehicles, limousines, recreational motor homes, trucks 10,000 pound and under GVWR, trailers not equipped with air brakes (up to 20 feet in length), and multipurpose passenger vehicles, except 3- wheeled multipurpose vehicles;
- B – Any trailer, including those equipped with air brakes;
- C – Trucks, truck tractors, buses, recreational motor homes, and converted buses over 10,000 pounds GVWR;
- D – Combination of Classes B and C;
- F – Fleet (must own, operate, or control at least 15 vehicles);
- M – Motorcycles and 3- wheeled multipurpose vehicles, and trailers 20 feet or less in length, if the trailers are not equipped with air brakes;
- R – Recreational motor homes and converted buses;
- T – Any trailer up to 10,000 pounds GVWR;
- G – Combination of Classes R and T.

COMAR 11.14.01.07 Inspection Test Equipment and Tools

- A. Each applicant / licensee, except as noted, shall have the following test equipment and tools approved by the Division which shall be maintained in proper working order at all times. All test equipment or tools requiring calibration shall be calibrated as required by the manufacturer, or more frequently if necessary and at least once a month. All inspection tools not permanently mounted shall be kept together in the inspection bay. The Division shall have the authority to add or delete from the list of required tools which follows, with proper notification to all licensed inspection stations. The Division shall furnish a copy of any additions or deletions by memorandum requiring licensed inspection stations to obtain the necessary equipment within 90 days after written notification. The following is a quick reference guide for class of stations required tools, reference material, and equipment:

(Revised February 1, 2012)

<p><u>1 HEADLIGHT TESTER</u></p>	<p>One headlight tester; a track-mounted make or model: (Currently only Hoppy Vision 1, 100, American Aimers Vision II Pro, and Symtech HBA 5 headlight machines are approved)</p> <ol style="list-style-type: none"> a) Capable of accurately testing and aiming headlamp beam patterns and high intensity zones, b) Equipped with an accurate beam candlepower output display, and c) Including necessary calibration equipment <p>(Not required for Class B, M, or T)</p>
<p><u>1 WINDOW TINT METER</u></p>	<p>Current Division approved tint meters:</p> <ul style="list-style-type: none"> • Advanced Light Transmittance Meter • Pocket Detective Window Tint and Reflectivity Meter (Window Tint Meter) <u>For Use On All Windows</u> part # 804-0 • Laser Labs Model 400 Tint Meter <p>(Not Required for class B and T)</p>
<p><u>1 DRUM MICROMETER CALIBRATION GAUGE</u></p>	<p>Compatible with the brake drum measuring tool;</p>
<p><u>1 DISC MICROMETER CALIBRATION GAUGE</u></p>	<p>Compatible with the brake disc measuring tool;</p>
<p><u>1 BALL JOINT CHECKER</u></p>	<p>Any make or model equipped with a dial indicator and capable of accurately measuring ball joint or king pin movement in increments of 0.001 of an inch (Not required for Class B or T).</p>
<p><u>2 JACK STANDS</u></p>	<p>Two jack stands, any make or model, capable of supporting the types of vehicles subject to inspection;</p>
<p><u>1 ROLLER/FLOOR JACK</u></p>	<p>Any make or model capable of lifting types of vehicles subject to inspection;</p>
<p><u>1 BRAKE DRUM MICROMETER</u></p>	<p>Any make or model capable of accurately measuring for the appropriate type of vehicle the inside diameter of brake drums in at least 0.005 of an inch increments</p>
<p><u>1 DISC MICROMETER</u></p>	<p>Any make or model capable of measuring for the appropriate type of vehicle the thickness of discs or rotors in increments of at least 0.001 of an inch with a pointed anvil.</p>
<p><u>1 BRAKE SHOE LINING THICKNESS GAUGE</u></p>	<p>Any make or model capable of accurately measuring, for the type of vehicles subject to inspection, in fractions of an inch the remaining usable bonded brake lining or the thickness of brake lining remaining above rivet heads.</p>

<u>1 BRAKE PAD THICKNESS GAUGE</u>	Any make or model capable of accurately measuring for the types of vehicles subject to inspection, in fractions of an inch the remaining usable bonded brake disc pad lining or the thickness of brake disc pad lining remaining above rivet heads.
<u>1 AMMETER</u>	Any make or model having a range of 0-40 amperes DC current (Not required for Class C and R)
<u>1 SCREWDRIVER</u>	Any type, capable of spreading tire cuts and breaks to determine severity of damage;
<u>1 TIRE TREAD DEPTH GAUGE</u>	Any make or model capable of accurately measuring tire tread depth in 1/32 of an inch.
<u>1 25 FT. STEEL TAPE</u>	One minimum 25-foot steel tape of any type with clearly legible S.A.E. figures and markings.
<u>2 CONVEX MIRRORS</u>	Two convex mirrors, a minimum of 12 inches in diameter each, one mounted facing forward from the left rear corner and one facing rearward on the right front corner of the inspection bay. (Not required for Classes B, M, T);
<u>MISCELLANEOUS HAND TOOLS</u>	Necessary to perform mechanical disassembly of vehicle components to conduct inspections
<u>1 METRIC CONVERSION CHART</u>	Typewritten or commercially printed S.A.E. -to-metric and metric-to-S.A.E. conversion chart enclosed in clear plastic;
<u>1 TIRE PRESSURE GAUGE</u>	Any make or model, capable of measuring air pressure in pounds per square inch (PSI) for class of vehicle being inspected;
<u>1 FOUR FT. CARPENTER'S LEVEL</u>	Any make or model, capable of determining horizontal and vertical levelness (<u>Required only if using the Hoppy Vision 100 and/or the Symtech Corporation "HBA 5" headlight machine</u>)
<u>SPECIFICATIONS GUIDE'S</u>	<p>Inspection stations shall have the following reference material for the appropriate class of station:</p> <p>Class "A" inspection stations and any Class "F" fleet inspection stations inspecting the types of vehicles inspected by a Class "A" inspection station shall have:</p> <p>(a) Current model year brake, ball joint and tire guide specifications by July 1st of that year; and</p> <p>(b) Emission guide specifications that are within two model years by July 1st of that year (for example, on July 1, 2011, such stations would be required to have either 2010 or 2011 model year emission guide specifications).</p>

<u>SPECIFICATION GUIDE'S Cont.</u>	<p>Class "C, D, F, R, and G" inspection stations are required to have current model year brake specifications by July 1st of that year.</p> <p>Agency Note: The required specifications may take the form of a printed or electronic reference source from a computerized system, provided the reference material contains required specifications by July 1st of that year.</p>
<u>VEHICLE INSPECTION HANDBOOK</u>	<p>To assist authorized inspection stations in purchasing a new vehicle inspection handbook from the Division of State Documents a blank order form has been posted on the Division's web site www.mdsp.org/ased under Downloads on the left side of the home page. Please print and complete the order form along with payment and mail to:</p> <p style="text-align: right;">Office of the Secretary of State Division of State Documents State House Annapolis, MD. 21401</p>



Maryland State Police

Automotive Safety Enforcement Division

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INFORMATION FOR AUTHORIZED INSPECTION STATIONS

SYNOPSIS OF FACILITY REQUIREMENTS

Pursuant to Title 23, Sections 23-101 – 109 of the Transportation Article, annotated code of Maryland, the owner of any registered dealership, repair shop, maintenance shop, and/or gasoline service station, which has been in business for six months or more, interested in an Authorized Inspection Station License for a facility must submit a completed application and a \$100.00 non-refundable fee to the Automotive Safety Enforcement Division of the Maryland State Police. The fee will be in the form of a money order, cashier's check or business check. Cash or personal checks are not accepted. In the event the business is owned by a corporation located outside of Maryland, the application may be signed by a duly authorized representative of the company, provided written power of attorney accompanies the application or is on file with the Automotive Safety Enforcement Division.

Each application will be investigated to ascertain the adequacy of the place of business to inspect motor vehicles to meet prescribed safety standards and to make corrections to and certify defective equipment and mechanisms.

The following requirements must be met for the type of license applied for. In the event a combination license is applied for, the larger inspection and work area will prevail. All inside areas shall have a smooth, level hard surfaced floor. A one percent slope from front to rear, rear to front or side to side is acceptable.

- | | |
|--|---|
| <u>Authorized Inspection Station A</u> | Shall be equipped with one (1) frame contact lift, capable of raising vehicles at least five (5) feet off of the floor. Contain at least two work areas, one of which must be at least twelve (12) feet wide and twenty-five (25) feet long, clearly marked or designated as and used for an inspection area. |
| <u>Authorized Inspection Station B</u> | Contain an area at least twelve (12) feet wide and at least sixty (60) feet long. This area may be outside; however, all other inspection areas must be within an approved building. |
| <u>Authorized Inspection Station C</u> | Contain an area at least fifteen (15) feet wide and forty-five (45) feet long clearly marked or designated as and used for an inspection area. |
| <u>Authorized Inspection Station D</u> | Must meet all requirements for Class "B" and "C". |
| <u>Authorized Inspection Station F</u> | Contain an inspection area meeting the requirements established for the class(es) of vehicles owned or controlled by said facility. |
| <u>Authorized Inspection Station M</u> | Contain an area at least ten (10) feet wide and fifteen (15) feet long clearly marked or designated as and used for an inspection area |

Authorized Inspection Station R

Contain an area at least forty (40) feet long and twelve (12) feet wide clearly marked or designated as and used for an inspection area

Authorized Inspection Station T

This area shall be at least twelve (12) feet wide and sixty (60) feet long. This area may be outside.

Authorized Inspection Station G

Must meet all requirements of Classes "R" and "T".

Approved facilities must have prescribed and approved equipment, including headlight testing equipment, brake testing equipment, and wheel alignment equipment.

The applicant must furnish the Maryland State Police required information pertaining to personnel responsible for proper motor vehicle inspections.

MARYLAND VEHICLE LAW
TITLE 23
VEHICLE LAWS – INSPECTION OF USED VEHICLES AND WARNINGS FOR DEFECTIVE
EQUIPMENT

SUBTITLE 1. DEFINITIONS; GENERAL PROVISIONS

§ 23-101. DEFINITIONS.

- (a) In general.- In this subtitle the following words have the meanings indicated.
- (b) Division.- "Division" means the Automotive Safety Enforcement Division of the Department of State Police.
- (c) Equipment.- "Equipment" includes all mechanisms that form part of or relate to vehicle equipment.
- (d) Facility.- "Facility" means a licensed dealer or a vehicle garage, repair shop, or gasoline service station.
- (e) Inspection certificate.- "Inspection certificate" means a written certification by an inspection station that:
- (1) Certifies that, as of its date, a specified vehicle meets or exceeds the standards for equipment established under this title; and
 - (2) Is signed and dated on behalf of the inspection station by the registered individual who personally inspected the vehicle.
- (f) Inspection station.- "Inspection station" means a facility that is licensed by the Division under this subtitle.
- (g) Police officer.- "Police officer" means:
- (1) Any uniformed police officer; or
 - (2) Any civilian employee of the Department of State Police or the Maryland Transportation Authority Police assigned to enforce this subtitle or any regulation adopted under this subtitle, but only while acting under written authorization of the Secretary of the State Police.
- (h) Repair order certification.- "Repair order certification" means a written certification by an inspection station or police department that:
- (1) Certifies that, as of its date, the equipment specified in a safety equipment repair order meets or exceeds the standards established under this subtitle; and
 - (2) Is signed and dated:
 - (i) On behalf of the inspection station by the registered individual who personally inspected the vehicle; or
 - (ii) On behalf of the police department by the authorized police officer who personally inspected the vehicle.

(i) Vehicle.-

(1) "Vehicle" means, except as otherwise provided in this subsection, any vehicle registered or to be registered in this State as:

- (i) A Class A (passenger) vehicle;
- (ii) A Class M (multipurpose) vehicle;
- (iii) A Class J (vanpool) vehicle;
- (iv) A Class E (truck) vehicle;
- (v) A Class F (tractor) vehicle;
- (vi) A Class G (trailer) vehicle;
- (vii) A Class B (for-hire) vehicle; or
- (viii) A Class D (motorcycle) vehicle.

(2) For purposes of safety equipment repair orders only, "vehicle" means, except as provided in paragraph

(3) of this subsection, any motor vehicle, trailer, or semitrailer.

(3) "Vehicle" does not include any Class L (historic) vehicle, or any trailer which is a mobile home as defined by § 11-134 of this article.

§ 23-102. AUTOMOTIVE SAFETY ENFORCEMENT DIVISION.

(a) Established.- There is an Automotive Safety Enforcement Division in the Department of State Police.

(b) Personnel.- The Division shall have those employees that the Secretary of the State Police assigns and as provided in the State budget.

(c) Enforcement of subtitle.-

(1) The Division shall enforce this subtitle in each of the counties of this State and Baltimore City.

(2) Civilian employees of the Division designated by the Secretary of the State Police shall have the authority to enforce this subtitle and any regulation adopted under it when acting under written authorization of the Secretary.

§ 23-103. LICENSING OF INSPECTION STATIONS.

(a) Inspection and approval of facilities; renewals.-

(1) On receipt of an application and a nonrefundable fee established by the Administration from a facility for an inspection station license, the Division shall:

(i) Inspect the facility as to its ability to inspect and correct equipment; and

(ii) If the facility is qualified, issue to it a license as an inspection station.

(2) On receipt of a renewal application and the annual license fee established by the Administration for an inspection station, the Division shall issue the renewal license if the facility is qualified.

(b) Scope of license.- The license authorizes the facility to:

(1) Inspect a used vehicle on request of its transferor or transferee and attach an inspection certificate to the vehicle;

- (2) Inspect the equipment of a vehicle for which a safety equipment repair order has been issued and issue a repair order certification for the vehicle; and
 - (3) Inspect an ambulance on the request of its owner that is required to be inspected under § 13-515 of the Education Article.
- (c) Suspension and revocation of license.- The Division may:
- (1) For cause, suspend or revoke an inspection station license; and
 - (2) On suspension or revocation of the license, require the surrender of the license and all related material issued by the Division.
- (d) Establishment of standards.- The Division may establish standards by rule or regulation for the licensing and operation of inspection stations.
- (e) Amount of fees.- The Administration may not set a fee under this section which exceeds the administrative cost of the Division under this program.

§ 23-103.1. INSPECTION MECHANICS.

- (a) Examination and registration.- On receipt of an application and a \$15 nonrefundable fee to take the inspection mechanic exam, the Division shall:
- (1) Administer an exam to each mechanic applicant; and
 - (2) If the applicant is determined to be qualified, register the mechanic to conduct vehicle inspections.
- (b) Standards.- The Division may establish standards by rule or regulation for the testing, qualifying, and registering of inspection station mechanics.
- (c) Suspension or revocation of registration.- The Division may:
- (1) For cause, suspend or revoke the mechanic's registration; and
 - (2) On suspension or revocation of the mechanic's registration, rescind the authorization to conduct vehicle inspections in accordance with this title.

§ 23-104. MINIMUM STANDARDS FOR EQUIPMENT.

- (a) Equipment enumerated.- Every vehicle driven on the highways in this State shall, where applicable, have the following equipment, meeting or exceeding the standards established jointly by the Administration and the Division: brakes, steering, suspension, horn, door handles, mirrors, tires, exhaust system, lights, glazing, windshield wipers, odometer, speedometer, bumpers, properly aligned wheels, wheels and wheel lugs, fenders, floor pans, hood, hood catches, emissions equipment, fuel system, front seat, motor mounts, gear selection indicator for automatic transmissions, universal joints, and seat belts or combination seat belt-shoulder harness if required as original equipment under § 22-412 or § 22-412.1 of this article.
- (b) Administration and Division to establish standards.- (1) The Administration and the Division jointly may establish standards by rule or regulation for this equipment.
- (2) The Administration and the Division shall adopt, consistent with federal law, regulations establishing equipment, performance, and other technical standards for low speed vehicles.

§ 23-105. SAFETY EQUIPMENT REPAIR ORDER FOR DEFECTIVE EQUIPMENT.

- (a) Issuance of order.-
- (1) If a police officer observes that a vehicle registered in this State is being operated with any equipment that apparently does not meet the standards established under this subtitle or the standards established under § 24-106.1 (e) of this article, the officer shall stop the driver of the vehicle and issue to him a safety equipment repair order.
 - (2) A police officer may issue a safety equipment repair order for a cover required under § 24-106.1 (e) of this article only if:
 - (i) The vehicle is equipped with a cover; and
 - (ii) The cover, or any equipment necessary to properly secure the cover, does not meet the standards established under § 24-106.1 (e) of this article.
- (b) Requisites of order.- The safety equipment repair order shall direct the owner of the vehicle:
- (1) To have the equipment corrected as necessary at a place of the owner's choosing within 10 days from the issuance of the order; and
 - (2) To send to the Division a repair order certification dated subsequent to the issuance of the order.
- (c) Visual inspection permitted.-
- (1) If a safety equipment repair order is for equipment that can be certified as corrected or adequate by visual inspection and without the use of testing equipment, any police department that issues safety equipment repair orders and repair order certifications shall, on request of the owner:
 - (i) Visually inspect the vehicle; and
 - (ii) If the equipment meets or exceeds the standards established under this subtitle, issue a repair order certification.
 - (2) The Division shall determine the equipment that may be inspected visually under this subsection and shall adopt rules and regulations to carry out its provisions.
- (d) Issuance of forms.- The Division shall prepare and provide safety equipment repair order forms and repair order certification forms.
- (e) Enforcement of order.-
- (1) In cooperation with the Administration, the Division shall adopt rules and regulations to carry out the provisions of this section.
 - (2) The rules or regulations shall provide for:
 - (i) Suspending the registration of any vehicle for which a safety equipment repair order has been issued, on failure to comply with the order within 30 days after its issuance; and
 - (ii) Reinstating the suspended registration, on receipt of satisfactory evidence that the equipment has been corrected or that the equipment meets or exceeds the standards established under this subtitle.
- (f) Section not exclusive.- This section does not limit or supersede any other provision of law concerning vehicle equipment or the means of enforcing the laws relating to that equipment.

§ 23-106. INSPECTION CERTIFICATE REQUIRED ON TRANSFER OF USED VEHICLES

(a) Exclusions.- This section does not apply to:

- (1) Any transfer of a used vehicle to any licensed dealer or to any foreign dealer;
- (2) Any transfer between:
 - (i) Spouses;
 - (ii) A parent and child; or
 - (iii) Co-owners of the vehicle to be transferred when a co-owner's name is being removed from the title;
- (3) Any transfer of a used vehicle that is not to be both titled and registered in this State;
- (4) Any transfer of a used vehicle among any agencies of the State;
- (5) Any transfer of a used vehicle as described in § 13-503.2 of this article; or
- (6) Any transfer of a used vehicle into a written inter vivos trust in which the transferor is the primary beneficiary.
- (7) Any transfer of a used island vehicle, as defined in 13-935 of this article, registered, or to be registered, as a Class K (farm area/island) vehicle.

(b) Certificate required.-

- (1) Except as provided in paragraph (4) of this subsection, if any licensed dealer that also is an inspection station transfers any used vehicle, it shall:
 - (i) Prepare and attach an inspection certificate to a window of the vehicle; or
 - (ii) Have an inspection certificate prepared and attached to a window of the vehicle by another inspection station.
- (2) Except as provided in paragraphs (4) and (5) of this subsection, if any other person transfers a used vehicle, the person shall obtain an inspection certificate from an inspection station. The inspection certificate shall be issued without charge and attached to a window of the vehicle.
- (3) If a used vehicle is transferred other than by voluntary transfer or is transferred by a political subdivision of the State after that subdivision obtains the vehicle by proceedings pursuant to Title 12 of the Criminal Procedure Article, the transferee shall obtain the inspection certificate from an authorized inspection station. The inspection certificate shall be issued without charge and attached to a window of the vehicle.
- (4) In the case of a transfer of any used vehicle registered, or to be registered, as a Class E (truck) exceeding three-fourths ton manufacturer's rated capacity, Class F (tractor), Class G (freight trailer or semitrailer), or Class G (dump service semitrailer) vehicle, the transferor or the transferee of the vehicle may obtain the required inspection certificate.
- (5) In the case of a transfer of any used vehicle registered or to be registered, that is sold for dismantling or rebuilding purposes, the transferor or the transferee of the vehicle may obtain the required inspection certificate.

(6) On applying for a certificate of title of the vehicle, the transferee shall remove the inspection certificate from the vehicle and present it to the Administration.

§ 23-107. INSPECTION CERTIFICATE REQUIRED FOR VEHICLE TO BE TITLED AND REGISTERED.

(a) In general.-

(1) Before the Administration titles and registers any used vehicle, it shall require the applicant to present a valid inspection certificate for the vehicle.

(2) For the purposes of this subsection, an inspection certificate shall remain valid from the date the inspection certificate is issued for a period of:

(i) 90 days; or

(ii) In the case of an inspection certificate issued for a used vehicle owned and held in inventory by a dealer licensed under Title 15 of this article, the earlier of:

1. 6 months; or

2. When 1,000 miles have been added to the vehicle's odometer since the inspection certificate was issued.

(3) This subsection does not apply to any vehicle transferred within 30 days after the date of an inspection certificate issued for the vehicle and filed by the Administration in its title records.

(b) Titling and temporary registration of used vehicle obtained outside of State.-

(1) If any person otherwise entitled to title and register a vehicle in this State obtains a used vehicle outside of this State and applies for titling and registration in this State, the Administration may:

(i) Withhold delivery of a certificate of title pending receipt of an inspection certificate; and

(ii) Issue a temporary registration on presentation of satisfactory evidence that the vehicle is located outside of this State.

(2) A vehicle for which a temporary registration has been issued under this subsection shall be inspected immediately on its arrival in this State.

(3) A temporary registration issued under this subsection expires at the earlier of:

(i) The end of the current registration year; or

(ii) 6 months from the date of its issuance.

(c) School vehicles with changed registration class.-

(1) When an existing school vehicle (Class H) is changed to any other registration class, the vehicle shall be inspected at a licensed State inspection station.

(2) The inspection certificate shall be submitted at the time the vehicle is being registered in the new class.

(d) Buses.- All buses other than those that are required to be inspected annually by the Public Service Commission or by the Administration shall be inspected annually at a licensed State inspection station.

§ 23-108. DIVISION TO PREPARE AND SUPPLY INSPECTION CERTIFICATE FORMS.

Statute text

The Division shall prepare inspection certificate forms and provide them without charge to inspection stations. The forms shall be serially numbered and shall require the information that the Administration and the Division determine.

§ 23-109. PROHIBITED ACTIVITIES.

Statute text

- (a) Wrongful issuance of inspection certificate.- An inspection station or any of its employees may not issue an inspection certificate for a vehicle without having inspected its equipment.
- (b) Wrongful issuance of repair order certification.- An inspection station or any of its employees may not issue a repair order certification for any specified equipment without having inspected that equipment.
- (c) Wrongful issuance of certificate for vehicles not meeting standards.- An inspection station or any of its employees may not willfully issue an inspection certificate for a vehicle the equipment of which does not meet or exceed the standards established under this subtitle.
- (d) Wrongful issuance of repair order certification for equipment not meeting standards.- An inspection station or any of its employees may not willfully issue a repair order certification for any specified equipment if that equipment does not meet or exceed the standards established under this subtitle.
- (e) "Fictitious" defined.- In this section, "fictitious" includes an imitation, counterfeit, or altered certificate or certification.
- (f) Issuance or use of fictitious inspection certificates or repair order certificates.- A person may not make, issue, or knowingly use any fictitious inspection certificate or repair order certification.
- (g) Attachment of fictitious certificates.- A person may not attach or cause or permit to be attached to any vehicle an inspection certificate knowing it to be fictitious or issued without the equipment having been inspected for compliance with this subtitle.
- (h) Issuance of fictitious repair order certifications.- A person may not issue or cause or permit to be issued a repair order certification knowing it to be fictitious or issued without the equipment having been inspected for compliance with this subtitle.
- (i) Failure to surrender license.- On suspension or revocation of its license, an inspection station shall surrender to the Division, at its request, the license and all related material issued by the Division.
- (j) Alteration of certified equipment.- A person may not materially alter or change any equipment of a vehicle for which an inspection certificate or a repair order certification has been issued under this subtitle.
- (k) Violation of rules or regulations.- A person may not willfully violate any rule or regulation adopted under this subtitle relating to inspection procedures and inspection station requirements.